Approved For Release 2006/12/07 : CIA-RDP75-00399R000100090023-3

Classification

REPORTS INVENTORY

CONTROL NO. DD S/OC-[illegible]

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)
FOREIGN TDY FORECAST

2. TYPE OF REPORT: XX STATISTICAL; NARRATIVE; MACHINE-NAME LISTING

3. FUNCTIONAL AREA: XX PERSONNEL; LOGISTICS; MEDICAL; TRAINING; SECURITY; XX FINANCE; ADMIN. GENERAL; XX COMMUNICATIONS; OTHER (specify)

4. NO. OF COPIES PREPARED: THREE

5. FREQUENCY (weekly, monthly, quarterly, etc.): SEMI-ANNUAL

6. DISTRIBUTION (No. of components not number of copies): OC-EXA

7. FORMAT (memorandum, form, computer print-out, etc.): MEMORANDUM

8. ADP PROCESSING: YES; XX NO; IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT: OC-EXA

10. PREPARING COMPONENT (include lowest level contributing information to report): DC/OC-CS

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.): N/A

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-15	12.10		1/2 hr		6.05		twice yearly		12.10
GS-06	3.75		1/4 hr		.95		twice yearly		3.75
									15.85 TOTAL

B. COSTS OF COMPUTER PRODUCED REPORTS

					@ 490.84
64				TOTAL COSTS PER YEAR	

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

14. FUTURE GOALS

A. PROPOSED BY COMPONENT FOR THIS REPORT
- [ ] RETAIN AS IS
- [ ] CHANGE
- [ ] DISCONTINUE
- [ ] OTHER (explain)

ESTIMATED SAVINGS: MAN-HOURS 25X1; DOLLARS

B. DATE OF INVENTORY: 1 October 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION: [redacted] Deputy Chief, OC-CS

MORI/CDF

EXTENSION

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